

City of Sunnyvale
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Clean-up Responsibility Policies-Community Center

These guidelines will serve to highlight the responsibilities on the part of both Sunnyvale City staff and the user.

STAFF

The City of Sunnyvale does provide staffing for events. The primary function of the staff is to set-up all tables and chairs prior to an event and to remove all tables and chairs following an event. They will be responsible for **light** clean-up services only. A facility attendant(s) will remain on the premises for the span of the event. The attendant(s) will provide the user with guidance for all of the items listed below. They will also provide any clean-up materials to aid in cleaning, such as brooms, mops, and trash bags.

USER

The user bears the responsibility of leaving the facility in the same condition as it was found. Failure to comply will lead to forfeiture of all or part of the permittee's damage deposit.

In Order to ensure a full reimbursement of the damage deposit, the user must meet the following criteria:

- ____ Floors are swept and mopped (if necessary) and restored to the same conditions at the start of the event
- ____ All bottles, cans, cups, etc. are removed from the premises and put in the proper recycling bin
- ____ Tables and chairs wiped clean of food and beverage spills
- ____ Any "wet spills" on floor mopped (wet spills must be addressed at the time they occur)
- ____ Trash bagged and transferred to the designated area
- ____ Kitchen area clean and cleared of any food or debris (Ballroom and Orchard Pavilion only)
- ____ Wet bar area clean, including countertop (Ballroom only)
- ____ Patio area clean, including the removal all cans, bottles, cups, etc

Additionally, events must conclude at the time specified on the Reservation Contract. The City of Sunnyvale does not permit adding additional time to a function the day of the event. If for any reason time does exceed designated for clean up, the permittee's damage deposit will be forfeited and public safety may be dispatched.

Before departing, it is of utmost importance that the user checks with the staff supervisor to ensure that the facility is in fact "clean." This will aid, however not guarantee, in insuring the entire amount of the damage deposit is reimbursed to the permittee.